



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 1.3.33	Subject: POSITION CLASSIFICATION
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Section 3: Personnel	Revision Date: July 17, 1997
Signature: /s/ by Director Day 7/17/97	Effective Date: Dec. 1, 1996

I. POLICY:

It is the policy of the Department of Corrections to require that all positions be properly classified. All classification must be in compliance with the Department of Administration's Position Classification Program and must occur prior to recruitment, filling of vacancies or any time that major changes occur in the duties assigned, responsibilities delegated, or the organizational structure in which the position is situated is altered.

II. AUTHORITY:

3-0401 M.O.M. Classification Policy and Procedures

III. DEFINITIONS:

Department Personnel Team means all employees in positions classified as personnel officer and personnel specialist.

IV. PROCEDURES:

All positions in the Department will be reviewed for proper classification on a regular and recurring basis. All vacant positions will be properly classified prior to recruitment. Exceptions to this policy must be approved by the Division Administrator.

A. **Delegated Authority**

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The Department of Corrections has been delegated authority to classify all positions in the Department. Certain positions at the discretion of the Personnel Unit may be referred to other agencies or to the Department of Administration for proper classification.

Classification forms should be submitted to the Personnel Unit of the Administrative Services Division, Department of Corrections.

B. Forms

The forms listed below are available in electronic format. If a facility or program does not have the electronic version, contact the Personnel Unit (406-444-0445) and one will be provided. Submitting actions through E-mail or diskette to the Personnel Unit is preferred to paper copies. The objective of this is to take advantage of computer networking to minimize the use of paper and build an electronic file of classification information. The Personnel Unit should be informed if the facility/program does not have the capability to submit electronic copies. However, the signature page of the position description and the Position Detail Form must contain an original signature and must be submitted in hard copy.

1. Every action submitted requires a:

- a. New or revised **Position Description (PD)** . The signature page must be signed by the employee, the immediate supervisor and the Division Administrator, Warden or Superintendent. A paper copy of the signature page, with all authorizing signatures, must be included. In the signature block of the electronic copy, include the date the PD was approved by management, and the name and title of the person who approved it.
- b. **Position Detail Form (PDF)**. Either an electronic copy via the PPP on-line system or paper copies are acceptable. The "TO" line in section 220 may be completed if the facility has a desired title. If assistance is required finding a title or class code,

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contact the Personnel Unit. This form must be signed by the Division Administrator, Warden or Superintendent.

- c. **Position Review Form (PRF).** For those facilities with personnel staff, this is required. If the facility does not have personnel staff, the Personnel Unit, Administrative Services Division will complete this form. Submit a PRF **ONLY** if a specific classification is recommended. In this instance, the "TO" line in section 220 of the **Position Detail Form** must be completed.
 - d. **Organizational Chart.** This chart should clearly show the position to be classified in the organizational structure of the facility and the work unit. This can be sketched by hand if necessary.
2. An **Agency Classification Request (ACR)** is used to request a classification title that is not currently contained in the inventory or if no specific class is recommended. Typically, individual facilities will not need to use this form.

C. Additional Notes and Instructions

1. Both a PRF and an ACR are not required. One or the other is sufficient.
2. When submitting documents or copies via E-mail to the Personnel Unit of the Administrative Services Division, send them to the Personnel Specialist.
3. New positions are typically already in the PPP system as Not Yet Classified (NYC) so the PDF will be a change from NYC to a usable classification.
4. If a request is submitted via disk, the Personnel Unit or the Classification Bureau will return the disk or a similar one to the sender.
5. The Personnel Unit will return an electronic copy (indicating when approved and by whom) of the PRF or PRF addendum via E-mail or a paper copy. The sender will also

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receive a printed copy of the approved/disapproved PDF. On-line PDFs are processed biweekly. Expect to receive copies during the few days preceding payday.

D. Naming Conventions for Documents Submitted Electronically

1. Position Description (PD): Position number, the initials 'PD', and a three-digit extension to indicate the facility (example: 02439PD.PHS, 00139PD.MSP).
2. Position Review Form (PRF): Position number, the initials 'PRF', and a three-digit extension to indicate the facility (example: 02439PRF.MSP).
3. Agency Classification Request Form (ACR): Position number, the initials 'ACR', and a three-digit extension to indicate the facility (example: 02439ACR.SRC).

NOTE: If there is a previous PD, PRF or ACR, a number (1,2,3, etc.) will be added, or will replace the last letter (F or R), before the document is stored in our system (examples: 02439PD2.PHS, 02439PR2.MSP).

E. Facility Position File Systems

Each facility should keep a position file for each position that contains a signed PD, PRF, ACR and PDF. This material is public information and should be accessible to the public.

F. Classification and Pay Bureau Filing System

For facilities that have access to E-mail and to the Department of Administration's main frame, the following instructions are provided so that individual facilities can access classification files of the State Personnel Division, Classification Bureau. Facilities may want to reference other actions previously submitted or actions submitted by other agencies to use as reference when preparing classification actions.

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1. For users across the backbone to copy PDs, PRFs and ACRs from the State Personnel Division-s file server:
 - a. Attach to DOA_ADM_001 as GUEST (no password)
 - b. Map drive to DOA_ADM_001\VOL1:CLASSREF\Agency PD\x (the agency number you wish to access)
 - c. Copy the file
 - d. Logout DOA_ADM_001

G. Effective Date of Classification and Pay Change

The effective date of the classification change and any resulting pay changes will be the date that the **Immediate Supervisor** signs the position description.

H. Informal Classification Appeal Process

Refer to 3-0401 - 1731, M.O.M.

I. Formal Classification Appeal Process

Refer to ARM 24.26.501 et seq.

V. CLOSING:

Questions concerning this policy shall be directed to the Personnel Unit, Department of Corrections.